

# "C" SERIES

## REQUEST FOR INFORMATION

### PRODUCING AND DELIVERING THE 2015 IOWA ACTS

#### C-1 RFI FORM

Issued: July 15, 2015

Due: July 31, 2015

Issued From:

Legislative Services Agency  
State Capitol  
Room G-01  
Des Moines, Iowa 50319

Mr. Glen Dickinson, Director  
Mr. Richard Johnson,  
Legal Services Division Director  
Ms. Leslie Hickey, Iowa Code Editor

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**REQUEST FOR INFORMATION (RFI) FORM (C-1)**  
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**I. INSTRUCTIONS**

- A. General.** This Request for Information (RFI) Form (C-1) refers to two other documents: the Contract Form (C-2) which will be used as a model for terms and conditions of the contract for the production and delivery of the 2015 edition of the Iowa Acts (Acts) to be entered into by the parties and the Appendix Form (C-3) which is part of the contract and includes standards and other detailed information related to the publications. For relevant definitions used throughout this document, *see Contract Form C-2*.
- B. Purposes.** The Agency intends to enter into a contract with the Contractor, assuming the parties can agree to its terms and conditions for the production and delivery of the Acts. Note, this form assumes few changes will be made from the production and delivery of the 2014 edition of the Iowa Acts.
- C. Deadline.** The Contractor has until 4:00 p.m. on Friday, July 31, 2015, in order to deliver this completed Request form to the Agency. Please deliver to Doug Adkisson by e-mail at the following address: [doug.adkisson@legis.iowa.gov](mailto:doug.adkisson@legis.iowa.gov).
- D. Communication to the Agency.** All communications to the Agency must be addressed to the appropriate contact persons as stipulated in Appendix F (C-3). A communication may be accomplished by telephone conversation, fax delivery, or e-mail to the Agency's contact person.

**II. BID AMOUNT INFORMATION**

- A. General.** The bid amount is an estimate of the contract price which includes a base amount and adjustments or modifications to the base amount as provided in this part.
- B. Base Amount.** The base amount is an estimate of the contract price assuming that an adjustment will not be made as otherwise provided in the contract.

|                  | <b>Response Box 1<br/>Bid Amount<br/>Without Adjustment</b> |
|------------------|---|
| <b>FILL IN</b> → | <b>\$ 13,668.00</b>   |

- C. Base Amount Broken Down Between Production and Delivery.** The base amount must be broken down between costs associated with the production and delivery of publications.



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**Response Box 2**  
**Breakdown of Base Amount – Attributable to**  
**Production and Delivery of Publications**

**FILL IN** →

| Order | Page/<br>Signature<br>Count<br>(Per Order)                   | Bid Amount<br>(Production<br>Amount Plus<br>Delivery<br>Amount) | Bid Amount Broken Down |   |  |
|-------|--|---|------------------------|---|--|
|       |  |   | Item                   |   | Amounts  |
| 1,200 | <b>Pages:</b><br>998,400<br><br><b>Signatures:</b><br>31,200 | <u><b>\$ 13,668.00</b></u><br>(Response Box 1)                  | Production             | Production Amount   | <u><b>\$ 12,415.00</b></u>   |
|       |  |   |                        | Attributable to Paper Stock for Page Paper                  | <u><b>\$ 4,762.00</b></u>  |
|       |  |   | Delivery               | Delivery Amount (including packing and shipping).           | <u><b>\$ 1,253.00</b></u>  |
|       |  |   |                        | <u><b>\$ 350.00</b></u><br>Attributable to Normal Delivery  | 100% Drop-shipped to the Grimes Office Building, State Capitol, & Judicial Branch Bldg.<br><u><b>\$ 350.00</b></u> |
|       |  |   |                        | <u><b>\$ 825.00</b></u><br>Attributable to Special Delivery | 100% Drop-shipped to Various Court-houses in 8 Judicial Districts<br><u><b>\$ 825.00</b></u>                       |

**D. Adjustments to the Base Amount (Variables).** The base amount must be adjusted to account for a number of variables determined during the standard performance period for publication production that cannot be calculated at the time the contract is entered into. *See Appendix A (C-3).*

- 1. Replacement Pages.** The Agency may request the replacement of an occasional digital proof page to correct its appearance or text because of issues related to the Agency's preparation of the composed pages. The Agency assumes that the Contractor will incur the first \$300 of expenses for replacing digital proofs of a publication.
- 2. Actual Signature Count.** The Agency is currently calculating the number of pages and signatures for the publications. The number of pages and signatures for the Acts is relatively fixed, but may change after the parties enter into the contract. An adjustment to the base price is calculated on a signature or half signature basis.





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**Response Box 3**  
**Base Amount Adjusted Due to an**  
**Increase/Decrease in the Signature Count**

| Signature Calculation | Estimated Number of Signatures       | Amount   |  |
|-----------------------|--------------------------------------|--|--|
|                       |                                      | Per Publication  | All Publications Per Order                         |
| Unadjusted            | 26 Per Publication/<br>832 Per Order | \$ <u>11.39</u><br>Base Amount ÷ by No. of Ordered Books | \$ <u>13,668.00</u><br>Base Amount                 |
| Adjusted              | Each Additional Full                 | Increased Base Amount Per Publication: \$ <u>0.20</u>    | Increased Base Amount Per Order*: \$ <u>240.00</u> |
|                       | Each Additional Half                 | ↑ \$ <u>0.10</u>   | ↑ \$ <u>120.00</u>                                 |
|                       | Each Fewer Full                      | Decreased Base Amount Per Publication: \$ <u>0.20</u>    | Decreased Base Amount Per Order*: \$ <u>240.00</u> |
|                       | Each Fewer Half                      | ↑ \$ <u>0.10</u>   | ↑ \$ <u>120.00</u>                                 |

\*Increase or Decrease in Amount Per Publication x Number of Publications Ordered (not counting any overrun)

3. **Actual Number of Publications Delivered (Overrun).** The Agency will adjust the base amount specified in Response Box 1, or if necessary the adjusted base amount specified in Response Box 3, to account for additional publications of an overrun which the Contractor delivers to the Agency during the standard performance period. The Contractor must adjust the base amount (for a change in the signature count as provided in Response Box 3) for each publication produced and delivered as part of an overrun at a discount rate. See *Contract Form, Part IX (C-2)*.

**Response Box 4**  
**Additional Amount Adjusted Due to an Overrun**

|   |   |  |               |  |  |
|---|---|--|---------------|--|--|
| ANSWER →  | The Contractor agrees to charge a default discount rate due to an overrun of up to 50 additional publications for the Acts? | Yes  | <u>X</u>      |  |  |
|   |   | No   | <u>      </u> |  |  |
| Percentage Discount Rate  |   | Complete this Portion Only if Responding No Above<br>← |               |  |  |
| Default Discount Rate Per Publication   |   |  |               |  |  |
| 25% of the Adjusted Based Amount<br>(the same as the 2014 edition of the Iowa Acts) |   |  |               |  |  |
|   |   | Change   |               |  |  |
|   |   | <u>      </u> %  |               |  |  |



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4. **Statutes Enacted During an Extraordinary Session — Supplementary Pamphlets.** During a standard performance period, the General Assembly may meet in Extraordinary Session and enact statutes for publication in the Acts. The Agency may consequently deliver a separate set of composed pages to the Contractor in the same manner as provided during the standard performance period for the production and delivery of a supplementary pamphlet. The supplementary pamphlet will be in the same format as the Acts. The Agency assumes all of the following:

a. **Production.** For production of the pamphlet, all of the following apply:

- (1) **Page and Signature Counts.** A pamphlet will consist of one 32-page signature.
- (2) **Paper Stock for Page Paper.** The pamphlets will be composed of the same paper stock as the publications.
- (3) **Page Composition and Printing Specifications.** The Agency shall determine the page composition and printing specifications for the publications. The font will be Imperial BT.
- (4) **Construction Specifications.** A pamphlet will be produced as a sticky-back supplement similar to a pocket part in which the signatures and tag card stock with an adhesive backing are side-stitched together and adhered to the inside back cover of the publication as designated by the Agency.
- (5) **Order.** The order of the contents pamphlet is the same order as for the books.

b. **Delivery.** The pamphlets will be delivered to the same destinations as the books.

**Response Box 5**

**Base Amount Adjusted Due to the Production and Delivery of a Supplementary Pamphlet**

| Number of Pages/Signatures |           | Amount       |           | Contractor Comments (Optional) |
|----------------------------|-----------|--------------|-----------|--------------------------------|
| Per Pamphlet               | Per Order | Per Pamphlet | Per Order |                                |
| 32/1                       | 1,200     | \$ 0.83      | \$ 996.00 |                                |

FILL IN



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- E. Paper Stock.** The base amount assumes that the Contractor will use Stabilite™ (Lawbook) paper stock. See Appendix A (C-3).

**Response Box 6**  
**Standards for Stabilite™ Paper Stock**

|                 |   |     |          |
|-----------------|---|-----|----------|
| <b>ANSWER</b> → | Confirm that Stabilite™ (Lawbook) paper stock will be used to produce the page paper. | Yes | <u>X</u> |
|                 |   | No  | —        |

- F. Recycled Page Paper.** The Agency prefers paper stock used in the production of page paper to be manufactured with recycled content when the price is the same or less when compared with paper stock manufactured with virgin material and the paper stock meets the specifications detailed in Appendix A (C-3). If the qualifying recycled paper stock is available, forward a sheet of the paper stock to the Agency with this completed form.

**Response Box 7**  
**Recycled Paper Stock for Page Paper**

|                 |  |     |          |
|-----------------|--|-----|----------|
| <b>ANSWER</b> → | Is a recycled version of Stabilite™ paper stock on hand for use to produce page paper? | Yes | —        |
|                 |  | No  | <u>X</u> |





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**III. SUBCONTRACTOR INFORMATION**

- A. Delivery of Production Items.** It is assumed that the Contractor will use a subcontractor to deliver a production item such as sets of digital proof pages (e.g., FedEx®). See Appendix C (C-3).

**Response Box 8**  
**Use of Subcontractors to Deliver Production Items**

|   |  |  |   |               |
|---|--|--|---|---------------|
|  | Verify that the Contractor <u>will</u> use subcontractors to deliver production items: |  | Yes   | <u>X</u>      |
|   |  |  | No  | <u>      </u> |
| Name  | UPS – United Parcel Service, Inc.  |  | <a href="#">Complete this Portion Only if Answering <u>Yes</u> Above</a><br> |               |
| Address   | 555 Opperman Dr, Eagan, MN 55123   |  |   |               |
| Contact Information   | (800) 742-5877   |  |   |               |
| Duties  | UPS will deliver the "production items" for the 2015 IA Acts                           |  |   |               |







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- B. Delivery of Publications.** It is assumed that the Contractor will use a subcontractor to deliver publications to the Grimes Office Building Warehouse, the State Capitol, and the Judicial Branch Building as part of normal delivery, and courthouses throughout the state as part of special delivery (e.g., UPS Freight). See Appendix C (C-3).

**Response Box 9**  
**Use of Subcontractors to Deliver Publications**

|   |   |   |   |               |
|---|---|---|---|---------------|
|  | Verify that the Contractor <u>will</u> use subcontractors to deliver publications as part of normal and special delivery: |   | Yes   | <u>X</u>      |
|   |   |   | No  | <u>      </u> |
| <b>Name</b>   |   | King Solutions Inc., UPS, or FedEx  | Complete this Portion Only if Answering <u>Yes</u> Above<br> |               |
| <b>Address</b>  |   | King Solutions Inc. – 11011 Holly Lane N. Dayton, MN 55369<br>UPS – see response box 8<br>FedEx – Eagan, MN |   |               |
| <b>Contact Information</b>  |   | King Solutions Inc. – 763-428-KING<br>UPS – see response box 8<br>FedEx – 1-800-GOFedEx                     |   |               |






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|               |  |
|---------------|--|
| <b>Duties</b> | WPC may utilize one or all shipping companies listed above for the delivery of the publications. |
|---------------|--|

**IV. MANAGER AND REPRESENTATIVE INFORMATION**

- A. Production and Delivery Managers.** The production and delivery managers for the contractor are responsible for day-to-day operations, and are available for consultation by the Agency on a regular basis. See *Appendix F (C-3)*.

**Response Box 10**  
**Production and Delivery Managers**

|   | <b>Facts</b>           | <b>Primary</b>                                       | <b>Secondary<br/>(if applicable)</b>                 |
|---|------------------------|--|--|
|  | <b>Name</b>            | Nancy Roth   | Sharon Kavanagh                                      |
|   | <b>Title</b>           | Account Representative Manufacturing Client Services | Account Representative Manufacturing Client Services |
|   | <b>Mailing Address</b> | 610 Opperman Drive<br>Eagan, MN 55123<br>C1-N171     | 610 Opperman Drive<br>Eagan, MN 55123<br>C1-N161     |
|   | <b>Tele.</b>           | 651-687-6964   | 651- 687-6951  |
|   | <b>Fax</b>             | n/a  | n/a  |
|   | <b>E-Mail</b>          | nancy.roth@thomsonreuters.com                        | sharon.kavanagh@thomsonreuters.com                   |
|   | <b>Pager</b>           | n/a  | n/a  |



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- B. Contract Managers.** The contract manager for the Contractor is authorized to discuss any issue relating to the interpretation of a provision of the Contract Form (C-2). *See Appendix F (C-3).*

### Response Box 11 Contract Managers

| Facts           | Primary   | Secondary<br>(if applicable)                     |
|-----------------|---|--|
| Name            | Jackie Wrolstad                                       | Ellen Gillespie                                  |
| Title           | Sr. Contract Administration and Compliance Specialist | Sr. Director, Contract Management                |
| Mailing Address | 610 Opperman Drive<br>Eagan, MN 55123                 | 610 Opperman Drive<br>Eagan, MN 55123<br>D5-S439 |
| Tele.           | 651-848-3623  | 651-687-5888                                     |
| Fax             | 651-687-5686  | 651-687-5686                                     |
| E-Mail          | jackie.wrolstad@thomsonreuters.com                    | ellen.gillespie@thomsonreuters.com               |
| Pager           | n/a   | n/a  |

- C. Authorized Negotiating Representative.** The authorized negotiating representative may negotiate and enter into a contract or any amendments to the contract on behalf of the Contractor. *See Contract Form (C-2 and Appendix F (C-3)).*

### Response Box 12 Authorized Negotiating Representative

| Facts                           | Primary  | Secondary<br>(if applicable)                     |
|---------------------------------|--|--|
| Name                            | Cindy Hansen                                     | Ellen Gillespie                                  |
| Title                           | Manager, Contract Administration and Compliance  | Sr. Director, Contract Management                |
| Mailing Address                 | 610 Opperman Drive<br>Eagan, MN 55123<br>D5-S511 | 610 Opperman Drive<br>Eagan, MN 55123<br>D5-S439 |
| Tele. Number                    | 651-848-2975                                     | 651-687-5888                                     |
| Fax Number<br>(if applicable)   | 651-687-5686                                     | 651-687-5686                                     |
| E-Mail Address                  | cindy.hansen@thomsonreuters.com                  | ellen.gillespie@thomsonreuters.com               |
| Pager Number<br>(if applicable) | n/a  | n/a  |





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**V. FINAL COMMENTS**

- A. Appendices.** The Contractor must review the Contract Form, (C-2) and Appendices Form (C-3) and verify that it can comply with all requirements and standards applicable to the Contractor as set forth in those documents.

**Response Box 13**  
**Compliance**

|   |  | Yes  | <u>X *</u>  |
|---|--|--|-------------|
|  | Is the Contractor prepared to comply with all applicable requirements and standards stated in the Contract and Appendices Forms?   | No   | <u>    </u> |
|   | <div><div>Explanation of any Reservations</div><div><p><b>*Please note that there is a 3 week lead time on cover boards. We currently do not have the boards in stock, but will order as soon as the contract has been signed. The boards will take 3 weeks to receive from time of order.</b></p></div></div> | <div><p>Complete this Portion Only if Answering <u>No</u> Above</p></div> |             |





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- B. Additional Comments.** The Contractor may provide any additional comments as required to further explain a response made to any question included in this Request Form or to offer an alternative to a requirement stated in this form which satisfies the objectives of this form.

**Response Box 14**  
**Additional Comments**

|   |   |   |          |
|---|---|---|----------|
|  | Does the Contractor have any additional comments? | Yes   | --       |
|   |   | No  | <u>X</u> |
|   |   | Complete this Portion Only if Responding <u>Yes</u> Above                           |          |
|   |   |  |          |





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**VI. AUTHORIZED SIGNATURE**

A person authorized by the Contractor must sign and date this RFI Form. The signed form as submitted to the Agency shall bind the Contractor to the terms and conditions of this form for 30 days from the date of signing.

**Response Box 15**  
**Signature of Authorized Representative**

|                  |   |   |   |
|------------------|---|---|---|
| <b>FILL IN</b> → |  | <b>Manager, Contract</b>                            |  |
|                  | <b>Name</b>   | <b>Administration and<br/>Compliance Specialist</b> |   |
|                  |   | <b>Title</b>  |   |

**VII. DESCRIPTION OF PRIOR CONTRACTS AND ASSUMPTIONS**

- A. Modeled Upon Prior Contracts.** In order to better account for changes in the contract, the Contract Form (C-2) and Appendices Form (C-3) are based on the contract documents entered into by the Agency and contractors for the production and delivery of past editions of the Iowa Acts.
- B. Production and Workmanship Standards.** The production and workmanship standards required to produce the Acts will not significantly change from the production standards used to produce the 2014 edition of the Iowa Acts. *See Appendix A (C-3).*
- 1. Page and Signature Counts.** A publication will have approximately 24% more pages and 24% more signatures than a book associated with the 2014 edition of the Iowa Acts.
  - 2. Paper Stock for Page Paper.** The Agency will use Stabilite™ as paper stock. The Agency prefers the paper stock be manufactured with recycled material if the quality is comparable and the cost does not increase. However, recent editions of the Iowa Acts have been produced using nonrecycled paper stock.
  - 3. Construction Specifications.** The construction specifications have not changed from those required for the 2014 edition of the Iowa Acts with limited exceptions relating to book decoration which will remain the same except as necessary to change information regarding the edition (e.g., the number of the General Assembly and the year) *See Appendix B (C-3).*
- C. Waiver of Trial Digital Proofs.** The Agency may waive the requirement that the Contractor provide a set of digital proofs as part of Trial Performance. *See Appendix B (C-3).*
- D. Delivery Standards.** The delivery standards have not changed from those required for the 2014 edition of the Iowa Acts. Generally, the number of deliveries to each destination may change as well as the names of the contact persons. *See Appendix C (C-3).*
- 1. Sample Books.** Upon request, the Agency will deliver the Contractor a copy of the 2014 edition of the Iowa Acts.
  - 2. Specifications for Packaging (and Loading) Production Items and Publications.** The packaging (and loading) specifications have not changed. *See Appendix D (C-3).*
  - 3. Destination for Production Items.** Ms. Leslie Hickey will receive sample covers for approval and Mr. Roger Karns will receive the digital proof sets for approval in the same manner as Ms. Hickey and Mr. Karns received and approved those production items for the 2014 edition of the Iowa Acts.



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Mr. Karns will receive sets of assembled pages. See *Appendix F (C-3)*.

4. **Delivery of Sets of Assembled Pages.** The Contractor is required to deliver five sets of assembled pages.
5. **Delivery of Publications.** This year the Agency is again ordering 1,200 publications for the Acts. The following requirements apply to the normal and special delivery of the publications. See *Appendix C (C-3)*.
  - a. **Normal Delivery.** For normal delivery, the publications will continue to be shipped to the Grimes Office Building warehouse. As in past years, the exact number of publications ordered as part of normal delivery will depend upon the number of publications ordered as part of special delivery. Approximately 53 publications will be delivered to the State Capitol as part of normal delivery. Approximately 85 publications will be delivered to the Judicial Branch Building as part of normal delivery.
  - b. **Special Delivery.** The Agency expects that the Acts will be shipped as part of special delivery to Iowa's eight judicial districts in the same manner as the 2014 edition of the Iowa Acts. Approximately 453 publications will be shipped as part of a special delivery. However, the final number may not be known until after the contract is entered into. See *Appendix D (C-3)*.
6. **Destinations.** In the past, the Contractor has delivered editions of the Iowa Acts by drop shipment to the 4th, 7th, and 8th judicial districts, and by mail or courier to multiple destinations in the 1st, 2nd, 3rd, 5th, and 6th judicial districts. It is expected that the Contractor will deliver the publications by drop shipment or by mail or courier to the same locations. However, for purposes of completing this form, assume that the publications will be delivered by drop shipment to one destination in each judicial district.

**Publications Delivered as Part of Special Delivery**

| 1st District  | 2nd District  | 3rd District   | 4th District   |
|---|---|--|--|
| Black Hawk Co.<br>Courthouse<br>316 E. 5th St.<br>Waterloo, IA 50703  | Webster Co. Courthouse<br>701 Central Ave.<br>Fort Dodge, IA 50501  | Woodbury Co.<br>Courthouse<br>620 Douglas St.<br>Sioux City, IA 51101  | Pottawattamie Co.<br>Courthouse<br>227 S. 6th Street<br>Council Bluffs, IA 50502 |
| 5th District  | 6th District  | 7th District   | 8th District   |
| Polk County<br>Courthouse<br>500 Mulberry St.<br>Des Moines, IA 50309 | Linn County Courthouse<br>3rd Ave. Bridge<br>Cedar Rapids, IA 52401 | Scott County<br>Courthouse<br>416 W. 4th Street<br>Davenport, IA 52801 | Court Administration<br>211 E. 4th Street<br>Ottumwa, IA 52501                   |

- F. **Production and Delivery Schedule.** The Agency may deliver production items earlier than in past years. The Agency is not reducing the number of days required by the Contractor to produce or deliver production items or publications. The Agency will consult with the Contractor and notify the Contractor of its production and delivery schedule.